

Minutes of the January 16, 2002
Printing/Mail Managers Exchange Forum Teleconference

Twenty-five individuals participated in the Printing/Mail Managers Exchange Forum, including Printing/Mail Managers and Contractors.

Comments/Additions to last Months Minutes:

No meeting was held during the month of December, and no corrections were made to the November 21, 2001 minutes. The minutes will be posted on the DOE Home Page.

Update on the Departments Printing and Publishing Activities Three –Year Plan

Dallas Woodruff (Headquarters) said as of January 18, twenty-four sites had not submitted data and he had made telephone calls and sent reminder e-mail notices to those individuals. Dallas also said a number of sites experienced various problems while preparing their data. He reminded those that have not submitted data to contact him or John Kelley (PPAFI Hotline) person if problems occur. Karen Payne-Jones (Oakland Operations Office) said she contacted John Kelley and he referred her to Dallas for assistance. Dallas said that John normally assists those experiencing technical/software problems, but he could not explain the reason she was referred to him.

Doug Clark (BWXT Pantex) asked if headquarters is planning to change the current DOS application used to collect data for the Three Year-Plan to a Windows application. Dallas said headquarters is planning to see if a Windows application is available and or if the current application can be modified. Three years ago headquarters received bid cost in the range of \$100,000 to acquire a Windows application. The cost was considered high for a system used once a year

Headquarters Mail Center Update

Dallas Woodruff (Headquarters) informed the group that mail addressed to the Germantown Building, is still being held at the U.S. Post Office that delivers mail to the Germantown facility. Dallas also said Brian Costlow, Director, Office of Administration at headquarters informed the group during an all hand meeting that mail addressed for the Germantown Building would remain embargoed until such time a method is in place to test for Anthrax and other substances. Dallas recommended sites to use FedEx and UPS for mail addressed to the Germantown Building.

Karen Payne-Jones (Oakland Operations Office) asked what is the difference in the delivery time when sending mail by FedEx or UPS. Tony Nellums (Headquarters) said mail sent by FedEx or UPS would arrive within the predetermined scheduled time usually 1, 2, 3 or 5 days. Linda Adams (Savannah River) said her office received a notice in November indicating Headquarters was to begin processing mail at both Forrestal and Germantown building. Tony said when the notice was sent Headquarters was in the process of negotiating a contract with a vendor to take effect in early December. Under the agreement, all mail addressed to the Germantown Building would undergo an inspection process. The contract was placed on hold because, scientist working with the White House did not agree with the method for testing, so the process was delayed. Linda Adams asked if any mail have been delivered to the Germantown Building since

October 2001. Tony said only classified mail has been delivered to the Germantown Building. Tony also said sites would be notified of the anticipated date the U.S. Post Office would resume delivery of mail to the Germantown Building. *(On Tuesday, January 29, a DOECAST was sent to headquarters employees on the status of the Germantown Building mail delivery. On February 4, Dallas Woodruff forwarded the DOECAST to the sites).*

Doug Clark (BWXT Pantex) asked Tony to explain what is involved in the inspection process. Tony said all mail would be inspected and X-rayed to determine if a package had been tampered with. If it is determined that a piece of mail had been tampered with, it would be placed into a glove box for further inspection. Lisa Buffkins (Oakland Operations Office) asked if the glove boxes are located in the mail facility. Tony replied yes and said mailroom employees use mask and gloves when handling mail. Gina Dan (Rocky Flats) said her mail facility is considering changing from its current screening process in which mail is placed into a glove box, which has a vacuum, and a slit is cut into each piece of mail to see if a substance is released.

Gina asked if any site is in the process of changing its mail screening process. Doug Clark (BWXT Pantex) said his mail facility is looking into other areas for inspecting incoming mail. Currently the mail is stored in a control location and mail personnel wear protective clothing. All mail is opened for visual inspection. In addition to opening and inspecting mail a team of industrial hygienists performs approximately 6-swab test of the work surface each day. It takes approximately 3 days for the results. If the results are negative the mail is delivered to the mail facility and distributed. Karen Payne-Jones (Oakland Operations Office) asked Doug what is the cost of the daily testing. Doug said the cost is approximately \$100.00 per swab test, and the cost varies per contract. Tony Nellums (Headquarters) asked if any site received positive results indicating a substance had infected the mail. No site experienced positive results from testing, but a number of sites have experienced false alarms.

Edna White (Nevada Operations Office) said the Nevada mail facility was relocated to a new facility. Mail is placed on tables, which have Mylar hoods, tubs and fans with filters. Mail personnel wear respirator masks, and are required to open some types of mail. When mail is determined not to be infected, the employee would initial the item. The mail facility is planning to seek a change in procedure to make wearing the respirator mask non-mandatory. Linda Adams (Savannah River) said her site has experienced a number of false alarms. Although wearing of a mask is optional, employees do wear gloves. Glove boxes are available on site. Employees are not required to open mail. Suspicious mail is embargoed and moved to a new location by security personnel, for further inspection. The mail facility has implemented additional safety procedures to handle suspicious mail, and will continue with all current procedures until the U.S. Post Office have adequate testing methods in place. Lisa Buffkins (Oakland Operations Office) asked Tony Nellums (Headquarters) what is the approximate number of days delay for delivery of mail being irradiated by the U.S. Post Office. Tony said the delay is approximately 15-45 days for mail to reach the recipient.

Tony informed the group that headquarters has just completed negotiations with FedEx ground on a new rate structure to reduce cost for shipping material.

Mail Management Profile Report

Tony Nellums informed the group that Headquarters is planning to send a letter in regards to the Mail Management Profile Report within a week. The response due date is February 15. The report is due to GSA by February 22, therefore, Tony encouraged sites to use FedEx or to fax the report to headquarters. Tony Toliver (Western Area Power Administration) asked what is the reporting period. Tony said the reporting period is October 1, 2000 to September 30, 2001. Lisa Buffkins (Oakland Operations Office) asked how is Headquarters planning to address the correspondence going to the field. Tony said the correspondence would be addressed to the Mail Managers.

Other topics discussed include the following:

Printing and Mail Conference

Dallas Woodruff (Headquarters) informed the group that the Department would not be having a Printing and Mail Conference this year. Karen Payne-Jones (Oakland Operations Office) asked would there be a conference next year. Dallas the conference would be held in 2003 and every other year there after.

Retirement of Employees within the Headquarters Office of Management, Budget and Evaluation

Dallas Woodruff informed the group that Linda G. Sye, the former Director, Office of Administration retired on January 3. Brian D. Costlow, replaced Linda as the Director, Office of Administration, and is also the Acting Director, Office of Administrative Management and Support. A grand retirement celebration for Linda, and 18 other individuals who accepted the retirement buy out is scheduled for January 18.

Joint Committee on Printing (JCP) Chairman

Dallas Woodruff informed the group that on November 21, Senator Mark Dayton was named Chairman of the Joint Committee. Chairman Dayton is from the state of Minnesota.

Irradiation Equipment

Tony Nellums (Headquarters) informed the group that a company is in the process of building small Irradiation Equipment, for availability in March. Tony said he was told the cost would be approximately \$15,000 per piece of equipment. Further information would be provided.

Performance Base Contract

Tony Nellums (Headquarters) informed the group that OMB, Office of Personnel Management and GSA are in the process of making all contracts a performance base contract.

Sites in Attendance

Bechtel Nevada	National Nuclear Security Institute	Bettis Atomic
BWXT Pantex	National Renewable Energy (2)	Savannah River Site (2)
Nevada Operations Office	Oakland Operations Office (2)	Headquarters (2)
Schenectady Naval Reactors	Wastren Grand Junction	West Valley Demo. Project
Western Area Power Administration	Southwestern Power Administration	

Oak Ridge Operations Office (4)

National Energy Technology Laboratory

Idaho National Engineering & Environmental Laboratory (2)